

State of Connecticut  
Department of Social Services  
925 Housatonic Avenue λ Bridgeport, Connecticut 06606-5700

**POSTING DATE: August 11, 2006**

**CLOSING DATE: August 25, 2006**

**CLERK TYPISTS– TORRINGTON OFFICE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

THE DEPARTMENT OF SOCIAL SERVICES IS PRESENTLY RECRUITING TO FILL TWO CLERK TYPIST POSITIONS LOCATED IN ITS TORRINGTON OFFICE.

**OPEN TO: THE PUBLIC**

**BARGAINING UNIT: ADMINISTRATIVE CLERICAL (NP-3)**

**LOCATION: 62 COMMERICAL BOULEVARD, TORRINGTON, CONNECTICUT**

**SALARY RANGE: \$ 30,859.00 - \$39,008.00 ANNUALLY (CL 10)**

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

- **TYPING:** Using a typewriter, word processor or other automated equipment; types a variety of materials from rough copy or dictating machine including correspondence, memos, reports, forms, applications, bills and other documents and records; reviews and corrects drafts for compliance with originals; enters and retrieves data on computer terminals.
- **FILING:** Maintains logs; sets up and maintains records and files according to established procedures; (e.g., alpha, numeric or chronological order); searches files for information.
- **CORRESPONDENCE:** Sends out standard form letters making minor revisions or additions
- **REPORT WRITING:** Compiles information from standard sources and prepares reports
- **INTERPERSONAL:** Answers phone, relays calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk).
- **PROCESSING:** Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; does routine posting to ledgers, account books or other records; receives payments for licenses, bills, applications, fines and fees, etc.; prepares, totals and balances receipts; prepares cash transmittal/deposit slips; types and prepares purchase requisitions, orders or billing invoices according to established procedures; assists in or maintains inventory and orders supplies; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials at a net speed of 40 wpm; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment, which may include word processors, computer terminals or other automated equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

**EXPERIENCE AND TRAINING:** Six (6) months as a Typist or its equivalent.

**SUBSTITUTION ALLOWED:** Graduation from high school with coursework in typing.

These positions may be filled by candidates from Reemployment /SEBAC lists to whom we are obligated to give priority consideration.

**APPLICATION PROCEDURE:** Candidates should forward a completed State of Connecticut Employment Application (Form PLD-1), which can be obtained from the State of Connecticut's Department of Administrative Services website at [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS), to:

**LYNN GELZHEISER, PRINCIPAL PERSONNEL OFFICER**  
Department of Social Services  
925 Housatonic Avenue  
Bridgeport, CT 06606

***NOTE: The Department of Social Services thanks all applicants, but advises that only those selected for interviews will be contacted. Thank you for your interest.***

**An Equal Opportunity / Affirmative Action Employer**